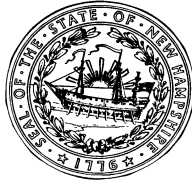


**NEW HAMPSHIRE DEPARTMENT OF EDUCATION
REQUEST FOR PROPOSALS**



The NH Department of Education's i4see and SLDS Related Initiatives.

DEADLINE FOR RECEIPT OF PROPOSALS

Applications due: 4:30 pm Wednesday, July 13, 2016

PROPOSAL INQUIRIES & SUBMISSION

Questions regarding this Request for Proposals (RFP) should include applicant fax number and/or email.

| Direct questions to: | Direct proposal to: |
|--|---|
| Saundra MacDonald Department of Education 101 Pleasant Street Concord, New Hampshire Fax: (603) 271-7530 Phone: (603) 271-3453 Email: Saundra.MacDonald@doe.nh.gov | Marjorie Schoonmaker Department of Education 101 Pleasant Street Concord, New Hampshire Fax: (603) 271-7530 Phone: (603) 271-3620 Email: Marjorie.Schoonmaker@doe.nh.gov |

CONTRACT PERIOD

Based on an anticipated start date of September 1, 2016, it is estimated that the services will be provided through June 30, 2017.

I. PURPOSE

The purpose of this RFP is to seek proposals for an individual or organization to assist the Department of Education in three areas: 1) Completion of the Initiative for School Empowerment and Excellence (i4see) system used to collect student level data for public education students and the PerformancePLUS (P+) system used by schools to improve instruction, 2) Completion of the Statewide Longitudinal Data System grant activities, 3) Complete the transition to a fully implemented in house system of collection and exchange of data for the state-wide student assessment. Extensive knowledge within the areas of systems design and technical implementations, data warehousing, strategic planning, research, and data use to inform instruction is required. An understanding of school assessments, knowledge of school student information systems and experience with K-12 education is required. Strong leadership and communication skills are required. Knowledge of the i4see Data System, PerformancePlus tool and experience with Statewide Longitudinal Data Systems are also desired.

II. Services to be provided

Beginning with Governor and Council approval through June 30, 2017, the contractor will assist the Department with multiple tasks.

1. The contractor will complete the transition to the fully implemented in-house system, Initiative for School Empowerment and Excellence (i4see), used to collect student level data for public education students.
2. The contractor will complete the transition to the fully implemented in-house system, PerformancePLUS (P+) system used by schools to improve instruction.
3. The contractor will create Toolkits and step-by-step guides for both in-house systems, Initiative for School Empowerment and Excellence (i4see) and PerformancePLUS (P+).
4. The contractor will document case studies, and design and provide targeted training on both systems, Initiative for School Empowerment and Excellence (i4see) and PerformancePLUS (P+).
5. The contractor will complete the framework and provide support for the PACE project.
6. The contractor will work with Department leadership to provide expertise and guidance in prioritizing data systems and data system efforts at the Department. This may include technology efforts that intersect with the i4see work. Example efforts include:
 - i. the 21st century after school program
 - ii. Career and Technical Education
 - iii. Special Education
 - iv. English Language Learners
 - v. Food and Nutrition
 - vi. State Scholars Initiative
 - vii. District Report Card and School District Profile
 - viii. State and Federal Reporting (e.g. NEI-REL, State Legislature, etc.)
 - ix. Other requests as they are identified.
7. The contractor will provide support for Statewide Longitudinal Data System (SLDS) activities:
 - i. The contractor will assist with project management and the completion of SLDS deliverables.
 - ii. The contractor will create presentations and training materials to share SLDS functionality.
 - iii. The contractor will assist in trainings, on webinars and at conferences, including development of presentation and workshop materials.

- iv. The contractor will provide expertise regarding state legislation as it relates to data collection and use.
8. The contractor will assist with and support the collection and exchange of data for the state-wide student assessment.
- i. The contractor will work with the Division of Program Support and selected vendors to facilitate the collection and exchange of data for the state-wide assessments including Smarter Balanced Assessment Consortium (SBAC), New England Comprehensive Program (NECAP Science) and Dynamic Learning Maps (DLM).
9. The contractor will provide program management, support and training, and other transitional related tasks assigned by the Division Director.
- i. The contractor will provide support guidance to assist with the creation of the state accountability report card, reporting of student results through the PerformancePLUS tool.
 - ii. The contractor will provide support in the collection and exchange of data all state assessments.

The contractor will be expected to attend meetings at the NH Department of Education in Concord.

III. APPLICATION REQUIREMENTS

Applicants for this RFP must provide the following information, not to exceed 10 pages, double-spaced, with font not smaller than 12 points:

- 1. a concise abstract of your experiences that explain the background you would bring to this role;
- 2. a description of the services that you could provide in this role to support the Department of Education as well as schools and districts;
- 3. an itemized budget; and
- 4. current resume with references

IV. PROPOSAL SUBMISSION AND REVIEW

Bid Procedures

1. An original and three identical copies of a formal proposal must be sent or delivered to **Marjorie Schoonmaker**, Department of Education by 4:30 pm July 13, 2016. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete or late applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

2. Proposals shall be submitted to:

Marjorie Schoonmaker
New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301

3. Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be returned. A review panel will evaluate applications according to application

requirements. The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include:

- a. *(zero to 45 points)* a concise abstract of your experiences that explain the background you would bring to this role
- b. *(zero to 30 points)* a description of the services that you could provide to meet the goals of this RFP
- c. *(zero to 25 points)* an itemized budget.

4. In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, a page limit has been established for the proposal. Additionally, the bidder's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

5. Qualified bidders may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with the proposal evaluation team to discuss their proposal.

6. Notification: It is the Department's intent to act promptly. Following review, eligible applicants will be contacted by Department of Education staff to discuss any modifications that may be required. Applicants whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

V. Timeline

A contract to acquire consultant services for more than \$10,000 requires Governor and Council approval. It is anticipated that the effective date for the contract will be on or about September 1, 2016. The contract will extend through June 30, 2017.

VI. Limitation on Price

1. The bidder should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided.
2. The current estimated amount to be budgeted by the State of New Hampshire to fund this service is up to \$117,000.00 per year for the period of this contract.

VII. Terms and Conditions

1. Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.
2. In creating or adapting project documents and communications, Contractor must utilize Microsoft Office 97 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners.
3. The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.

4. The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
5. The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
6. If the Department chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The Department shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.
7. The Department may determine if it is in the best interest of the State to seek a "BEST AND FINAL OFFER" from bidders submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide a bidder the opportunity to amend or change their original proposal to make it more acceptable to the State. The Department reserves the right whether or not to exercise this option.
8. Any expectations of support by the Department must be clearly defined by the Contractor.
9. Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Commissioner of Education.
10. The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
11. All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of state, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
12. When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.
13. All materials developed under this agreement/contract are the property of the NH Department of Education and will be provided to the Department in electronic form.
14. The contractor must carry comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 per aggregate

VIII. Evaluation of Proposals

All proposals will be reviewed and rated by a qualified evaluation team appointed by the Division of Program Support. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in Bid Procedures above. Additional points will be awarded for elements of added value for the Department that the Contract proposes. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the awarding of a contract. If the Department chooses to award a contract relative to

this RFP, it shall be to the responsive bidder that receives the highest total rating as a result of the proposal evaluation process.

IX. Tentative Work Schedule

The contracting officer at the Department of Education will work with the successful bidder to prepare a contract for submission to the Governor and Council. The successful bidder will be required to provide the Department with the following information. Do not supply this information with your proposal. It will only need to be submitted by the successful bidder:

- A for-profit corporation will need to provide proof of legal status.
- A social service or non-profit organization will need to provide: a statement of the purpose of the organization; a list of the board of directors and applicable salaries; a list of principal staff and salaries; and a recent financial statement. In addition, the successful bidder will need to submit a Certificate of Authority authorizing the company to do business with the State of New Hampshire, Department of Education at the time the contract is signed. Non-profit corporations only may submit either a certificate of good standing or proof of non-profit status such as an Internal Revenue Service determination notice.

X. Further Information

Contact Sandra MacDonald via email at Sandra.MacDonald@doe.nh.gov or via phone at 603-271-3453

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION
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COVER SHEET

The NH Department of Education's i4see and SLDS related Initiatives.

(COMPLETE ALL THAT APPLIES)

APPLICANT: _____

PROJECT TITLE: _____

PROJECT DIRECTOR:

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

AMOUNT OF FUNDS REQUESTED: _____

\$ _____

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Person Submitting

Title

Signature of Person Submitting

Date

DOE June 1, 2005